

**B.Com.: Semester-IV**  
**BCR401: HUMAN RESOURCE MANAGEMENT**

Teaching Scheme	Examination Scheme
Lectures: 3 hrs/Week	Class Test – 12 Marks
Tutorials: 1 hr/Week	Teachers Assessment – 6 Marks
Credits: 4	Attendance – 12 Marks
	End Semester Exam – 70 Marks

**Course Objective**

The objective of this course is to enable learners to understand the importance of human resources and their effective management in organizations.

**Course Learning Outcomes**

After completing the course, the student shall be able to:

- CO1: understand basic nature and importance of human resource management.
- CO2: analyze the current theory and practice of recruitment and selection.
- CO3: realize the importance of performance management system in enhancing employee performance.
- CO4: recommend actions based on results of the compensation analysis and design compensation schemes that are cost effective, that increase productivity of the workforce, and comply with the legal framework.
- CO5: understand role of modern HRM in meeting challenges of changing business environment.
- CO6: use Human Resource as a tool to implement strategies.

<b>Unit I</b>
<b>Human Resource Management</b> concept and function, role of competencies of HR manager at our policies evolution of HRM, emerging challenges of Human Resource Management, workforce diversity empowerment VRS work life balance downsizing.
<b>Unit II</b>
<b>Recruitment &amp; Selection:</b> Recruitment, factors affecting recruitment, sources of recruitment, Selection: Process, selection test, Interview, Orientation, Placement; Training & Development: Training: Objectives & Importance of training, Training Methods: On job training and off- the job training.
<b>Unit III</b>
<b>Employee Compensation:</b> Compensation & Welfare, Job Evaluation. <b>Performance Appraisal:</b> Techniques, Job Enlargement & Job Enrichment, Quality of Work Life, Worker's Participation in Management.
<b>Unit IV</b>
<b>Employee Welfare:</b> Various welfare schemes & Safety Measures. Employee Benefits: Meaning and its types, Fringe Benefits; Remuneration: Salary, Bonus, Commission, Long Term Incentives, Perquisites.
<b>Unit V</b>
<b>Grievance Handling &amp; Discipline:</b> Meaning, Importance. Collective Bargaining: Meaning and Importance, Process.

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### Suggested Readings

- Aswathappa K Human Resource Management Tata McGraw Hill.
- Verma Pramod SaviBagiyaprabandhan Rao VSP Human Resource Management Excel books.
- Tripathi PC Personnel Management and Industrial Relations Sultan Chand and Sons.
- Agarwal & Fauzdar, Human Resource Management-SBPD Publishing House, Agra (English/Hindi).

Note: Latest edition of readings may be used.

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